



PLAN WITH CONFIDENCE

5 Furniture procurement steps to start your school renovation





Lessons Learned

Resist the urge to just replace your school's furniture. You can innovate and modernize in new, affordable ways.

5 Furniture procurement steps to start your school renovation

School renovation projects are both exciting and challenging. We recognize these dynamics and have taken our lessons learned across our thousands of school furnishing projects to create this simple, easy-to-get-started guide.

Let's make this process seamless and impactful together.

In this guide, you'll find:

- First-step considerations for your project
- Proven starting points for your planning process
- What to look for in a furniture vendor partner

Start here. We can help.

1

Define educational goals and teaching methods

Consider your “why” and what your students and teachers need to thrive in their new environment. Identify the teaching methods and learning styles your furniture should support—collaborative, flexible, STEAM-focused, or something uniquely yours. With clear goals, you’ll design spaces that empower learning for years to come. Consider these three quick ways to understand your educational goals and pedagogies.

Engage educators and stakeholders

Collaborate with your teachers, administrators, and staff to understand instructional methods, curriculum needs, and school culture.

Define room functions

Identify the purpose of each space (e.g., classrooms, labs, libraries, cafeterias) and how each supports learning outcomes.

Future-ready design

Plan for flexibility to accommodate evolving teaching practices and technology.



2

Collaborate with stakeholders for a unified vision

Everyone within your district will have a unique vision for the renovation furnishings. Key considerations often include aesthetics, functionality in the classroom, and long-term sustainability. Balance all your stakeholders’ priorities with a unified vision centered on student success and student-centric design.

Ergonomics and comfort

Choose furniture that supports proper posture and comfort for various age groups.

Accessibility

Ensure all spaces and furniture comply with ADA standards to accommodate students with disabilities.

Inclusivity

Design for diverse learning styles, offering spaces for collaboration, individual work, and sensory needs.



3

Think compliance, flexibility, and durability

As your student population grows and changes, you'll want school furnishings that grow and change with them. Choose furniture that meets compliance and sustainability standards, but that also allows you to adapt your learning spaces in new and innovative ways for years to come.

Flexible configurations

Select modular furniture that can be rearranged easily to support different activities.

Multi-use areas

Design spaces that serve multiple purposes to maximize efficiency and adaptability.

Storage solutions

Incorporate built-in or mobile storage to keep rooms organized and clutter-free.



4

Tie furniture to your plan for the future

Design your district’s learning spaces for inclusivity, excitement, and growth. Create welcoming environments that spark creativity and engagement and that align with your district’s long-term goals. Test, evaluate, and adjust until you find the perfect fit.

Prototyping Create mock-ups or pilot rooms to test the layout and furniture choices with students and staff.

Feedback loop Gather input from your district’s users to refine the design and furniture selections.

Long-term evaluation Monitor how spaces are used post-occupancy and adjust as needed to optimize functionality.



5

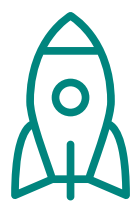
Partner with a trusted, experienced furniture vendor

The right school furniture vendor will make your school renovation project a seamless and enjoyable experience. Work with someone who listens, involves stakeholders, and helps you balance all your district’s priorities. It also helps to have an experienced vendor with top room designs, tools to visualize your spaces, and a proven process for school renovation projects like yours.



Reputation & experience

Work with vendors experienced in K-12 environments who understand the specific needs of schools like yours.



Exclusive products and more

Look for vendors with both exclusive furniture brands and third-party partnerships with the ability to customize furniture selections to meet your design and functional goals.



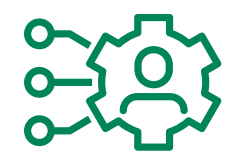
Purchase process compliance

Find a team who can support your contracts and compliance requirements and simplify the response to public bid solicitations.



Quality and warranty

Choose vendors that provide durable, high-quality furniture with warranties and after-order care to ensure long-term value.



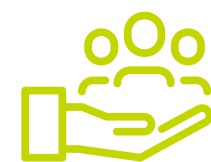
Warehouses and installation

Choose a furniture partner with a nationwide presence, dedicated shipping vendors, and experienced installation teams in your area to facilitate your delivery.



Sustainability and certifications

Find vendors with eco-friendly and GREENGUARD-certified products.



Service and support

Look for an end-to-end partner and evaluate their customer service, delivery timelines, installation support, and post-purchase assistance.



References and reviews

Request references and review case studies to ensure the vendor’s reliability.

School Outfitters checks all the boxes.

Let’s build the future of learning together. We’ve got this, and we’ve got you!

We answer questions, we have it, we meet deadlines.

WE WORK WITH OVER
15,000 DISTRICTS IN
ALL 50 STATES.

THAT'S OVER
45,000 CUSTOMERS.

FREE ROOM DESIGNS



- **4 Exclusive Brands**
- **150+ Branded Lines**
- **5,000+ Quick Ship Items**

5 WARE-HOUSES
16 FREIGHT CARRIERS

Over 350,000 orders

Over 6 million products ordered and delivered

OVER
450,000
total shipments delivered
NATIONWIDE

Data compiled from the past 5 years



About School Outfitters

School Outfitters is on a mission to help students, teachers, and administrators Experience Positive wherever learning takes place. The company's belief in people—that everyone deserves a chance to be themselves, to be seen, heard, and to realize their potential—translates into a relentless quest to do better and be better. As a result, School Outfitters' innovation in creating flexible learning spaces has won the repeat business of 97% of America's top 1,000 school districts.

Founded in 1998 and voted as a Cincinnati Top Workplace for 12 consecutive years, School Outfitters is 100% employee owned and operated. The company offers a broad range of flexible furnishings, collaborative arrangements, and technology integrations, delivered through more than 150 product lines, including exclusive distribution of Learniture, Norwood, Sprogs, and Egghead.

Join the more than 45,000 customers who have chosen School Outfitters.

We can help.

TELL US ABOUT YOUR PROJECT